

SENIOR CENTER WELLNES COORDINATOR

GRADE: 18

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Senior Center Wellness Coordinator performs intermediate professional and responsible administrative work in the design, implementation, execution and evaluation of the Senior Center wellness program. The incumbent takes a proactive approach to accomplish the objective of improving or maintaining the overall mental and physical health and wellness of center members. This work is done within good working conditions and with light physical demands. The Senior Center Wellness Coordinator is accountable to the Senior Center Supervisor while working in cooperation with the Senior Social Services Coordinator, Senior Recreation Coordinator and Senior Sports and Fitness Specialist.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Promote the benefits of an active and healthy lifestyle through interactive programs and written materials.
- Provide information on current health issues affecting older adults including nutrition weight control, stress, cardiovascular disease, cancer, exercise, smoking cessation, and hypertension.
- Conduct health assessments and counseling.
- Educate seniors on current medical research and prevention strategies.

- Explain medical forms and prescriptions as well as medical terminology in a clear, confidential and caring manner
- Work with Center staff to increase the participation of seniors from the community in health and wellness activities.
- Promote a chronic disease prevention and education program.
- Plan, develop, coordinate, promote and implement an annual health fair.
- Coordinate and expand the number of educational doctor/practitioner visits.
- Write a health news column in the monthly calendar.
- Maintain and enhance the health room resource materials.
- Maintain the medical equipment loan closet (walkers, canes, wheelchairs, etc.).
- Coordinate staff and member CPR and first aid classes.
- Deliver brief health updates at the conclusion of fitness classes.
- Evaluate and provide first aid for non-emergency injuries at the center.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a bachelor's degree from an accredited university or college with major course work in health, health promotion or related field and at least two years of experience in a position which includes the promotion of health and wellness issues. Must have or be able to obtain CPR and First Aid certifications prior to employment.

Preferred Knowledge, Skills and Abilities:

- Knowledge of current health issues affecting older adults including nutrition weight control, stress, cardiovascular disease, cancer, exercise, smoking cessation, and hypertension.
- Considerable knowledge of medical terminology as it pertains to health promotion and medical forms.
- Considerable knowledge of first aid with the ability to evaluate and treat non-emergency medical situations.
- Considerable knowledge of gerontology and the health and wellness issues affecting older adults.
- Considerable knowledge in health promotion counseling.
- Considerable knowledge of wellness resources in the community.
- Knowledge in program planning, promoting and coordinating.
- Highly skilled in human relations.
- Ability to plan, organize and meet deadlines in the preparation of a variety of programs.
- Ability to be creative and innovative to encourage program participation.